



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

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Microsoft Office Mastery: Advanced Tools for Business Professionals

Duration: 10 days

On-Site

01 Who Should Attend

- Finance and accounting professionals
- Human resources professionals
- Project and programme managers
- Business analysts
- Sales and marketing professionals
- Operations professionals
- Government and public-sector employees
- NGO and development-sector professionals
- Professionals seeking advanced Microsoft Office capabilities

02 About the Course

Advanced Microsoft Office for Business Professionals is a practical, advanced-level training course designed to help professionals maximize Microsoft Office applications for business productivity, analysis, communication, reporting, presentations, and workflow efficiency. The course focuses on advanced techniques in Microsoft Word, Excel, PowerPoint, Outlook, and related Microsoft 365 tools.

Participants will learn how to automate repetitive tasks, analyze complex data, create executive-quality reports and presentations, manage information efficiently, collaborate digitally, and apply advanced Office features to solve real-world business challenges.



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03 Workshop Objectives

- Automate routine tasks and processes across the suite.
- Master advanced analytical functions in Excel.
- Integrate data dynamically between applications (e.g., Excel to Word).
- Design professional, visually compelling documents and presentations.
- Utilize collaborative tools for simultaneous document editing and version control.

04 Module Topics

Module 1: Advanced Excel Functions and Formulas

- Deep dive into complex functions (INDEX, MATCH, OFFSET, INDIRECT).
- Dynamic arrays and their applications.
- Advanced conditional formatting and data validation.
- Working with date and time functions for analysis.
- Advanced text functions for data manipulation.

Module 2: Data Analysis and Visualization in Excel

- Creating interactive PivotTables and PivotCharts.
- Advanced data analysis techniques (What-If analysis, Goal Seek, Solver).
- Building dynamic dashboards and reports.
- Advanced chart customization and data visualization best practices.
- Power Query for data extraction and transformation.

Module 3: Excel Macros and VBA Automation

- Introduction to VBA programming in Excel.
- Recording and editing macros for task automation.
- Developing custom functions and procedures.
- Working with loops, conditions, and variables.
- Error handling and debugging VBA code.



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Module 4: Advanced PowerPoint Presentation Design

- Designing professional and engaging slide layouts.
- Advanced animation and transition effects.
- Creating custom templates and master slides.
- Integrating multimedia elements (audio, video, images).
- Delivering effective presentations using advanced PowerPoint features.

Module 5: Advanced PowerPoint Data Integration and Automation

- Linking Excel data to PowerPoint charts and tables.
- Automating presentation updates with macros.
- Creating interactive presentations with hyperlinks and actions.
- Using PowerPoint add-ins for enhanced functionality.
- Collaborating on PowerPoint presentations effectively.

Module 6: Advanced Word Document Formatting and Layout

- Creating and managing master documents and subdocuments.
- Advanced formatting techniques (styles, themes, templates).
- Working with tables of contents, indexes, and cross-references.
- Using advanced section breaks and page layout options.
- Creating complex document layouts for professional reports.

Module 7: Word Automation and Mail Merge

- Automating document creation with mail merge.
- Using advanced mail merge features (conditional logic, data manipulation).
- Creating custom templates for repetitive documents.
- Working with form fields and content controls.
- Integrating Word with other applications for document automation.

Module 8: Integrating Office Applications for Enhanced Productivity



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- ▶ Linking and embedding data between Excel, PowerPoint, and Word.
- ▶ Using object linking and embedding (OLE) for dynamic content.
- ▶ Collaborating on documents and presentations using shared workspaces.
- ▶ Automating workflows across different Office applications.
- ▶ Using cloud-based features for seamless integration.

Module 9: Troubleshooting, Best Practices, and Advanced Tips

- ▶ Troubleshooting common issues in Excel, PowerPoint, and Word.
- ▶ Optimizing performance and efficiency in Office applications.
- ▶ Applying best practices for data management and document creation.
- ▶ Exploring advanced tips and tricks for power users.
- ▶ Staying up-to-date with the latest features and updates in the Office Suite.